

Mormon Historical Studies Style Guide
January 2010

Authors who submit manuscripts for potential publication should follow the guidelines for manuscript preparation in *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003) and *Style Guide for Publications of The Church of Jesus Christ of Latter-day Saints*, 3rd ed. (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 1998). Authors should also adhere to the following specific guidelines:

Manuscript Submission

1. Submit an electronic file of the article formatted in Microsoft Word on an IBM-compatible diskette or through the Mormon Historic Sites Foundation website.
2. If the manuscript is accepted for publication, make revisions and resubmit final draft in an electronic file and a hard copy. With this submission, include photocopies of all source materials cited. For each source, photocopy the title page, the copyright page, and the page(s) containing the material you have cited, and then staple these pages together. For each individual citation, highlight the specific material cited and number it to match the endnotes. Finally, arrange the photocopies in order, and submit them with the manuscript so complete and accurate endnote citations can be verified.
3. Send manuscripts and accompanying materials to the following address: *Mormon Historical Studies*, 433 East 300 South, Hyrum, UT 84319 or email to alex_baugh@byu.edu.

Manuscript Preparation

4. Use double-spacing throughout the manuscript and the endnotes. Use one-inch margins, and center page numbers at the bottom of the page. Use a Times New Roman 12-point font for both the body of the manuscript and the endnotes. In general, except for special circumstances, restrict software commands to center, left tab, indent, bold, and italics. Do not use the space bar to indent paragraphs; use the space bar only for spaces between words and sentences. Insert only one space following the terminal punctuation between sentences. Use left justification.
5. Use the following guidelines to format headings.

First-Level Headings

First-level headings should be block left and bolded, as in the example above. They should not be followed by periods. Capitalize all internal words except articles (*a*, *an*, and *the*), conjunctions (*and*, *but*, *or*, *for*, *nor*, *so*, and *yet*), prepositions, and the word *to* in infinitive phrases.

Second-level headings. Second-level headings should be italicized, followed by a period, and run in to the text; capitalization should be handled sentence-style (capitalize the first word and proper nouns).

Third-level headings. Third-level headings, if needed, are treated the same as second level headings except they are set in roman instead of italics.

Punctuation

6. Use commas to separate items in a series consisting of three or more elements, and use a comma before the conjunction in a series (for example: *The Saints purchased sheep, horses, and oxen at the auction*).
7. In general, use a semicolon only if an independent clause both precedes and follows the semicolon. Semicolons can also be used legitimately in place of commas in internally punctuated items in a series.
8. Distinguish among the usage of hyphens (-), en dashes (-), and em dashes (—) throughout the manuscript. See Chicago 6.80-6.96 regarding the differences.

Capitalization and Style

9. Capitalize words according to the Church's *Style Guide for Publications*, section 7, "Capitalization." If you question whether a term should be capitalized, check the index. Note: Capitalize pronouns referring to Deity (*He, Him, His*). A small sample of Church capitalization style follows:

AD/BC (use capital letters: AD 70; 600 BC)

Apostle

a.m./p.m. (lowercase)

angel Moroni

Atonement of Jesus Christ

biblical

celestial kingdom

children of Israel

Church (capitalize as an adjective or noun)

conference, general

Crucifixion of Jesus Christ

Fall, the

family home evening

First Presidency

First Resurrection

First Vision

gospel, the

Gospel of Matthew

house of the Lord

Joseph Smith-History
law of Moses
premortal life, the
priesthood
prophet (general term)
Prophet, the (honorific title of Joseph Smith)
Resurrection of Jesus Christ
Resurrection, the
sacrament
tree of life
twelve tribes
visitors' center
War in Heaven
welfare program
Wise Men, the

Capitalize titles of magazines, journals, newspapers, and books as well as articles in such publications according to Chicago 8.167-8.170. Capitalize all words except internal articles (*a, an, the*), coordinating conjunctions (*and, but, or, for, nor*), prepositions, and the word *to* in infinitive phrases.

10. Use italics-not underscores-for all items that are italicized, including the titles of books, journals, magazines, newspapers, etc. found in the manuscript itself or in the endnotes. Do not italicize the names of the standard works.
11. Use the sequence of month, day, and year (August 3, 2001) for all dates except those in direct quotations. Use month and day if the year is not included (February 20), and do not use ordinals with the day (April 15 rather than April 15th).
12. In general, do not use abbreviations except those used in direct quotations or the common abbreviations used in endnotes. Do not abbreviate names of books in the standard works.
13. In ordinary text, spell out whole numbers from one through ninety-nine and any of these followed by *hundred, thousand, million*, etc. Use figures for all other numbers. See *Chicago*, chapter 9, "Numbers," for additional guidelines.
14. Format endnotes according to *Chicago*, chapter 16, "Documentation 1: Basic Patterns" (follow endnote directives rather than bibliography directives) and *Style Guide for Publications*, section 15, "Source Citations, Cross-References, and Notes."
15. Incorporate "short quotations" (those requiring fewer than eight lines) of scriptures and other sources as run-in quotations inside double quotation marks.

16. Incorporate “long quotations” (eight or more lines) of scriptures and other sources as block quotations (hard left indent) without quotation marks. Follow the paragraphing of the source. If the first paragraph of a long quotation begins a paragraph in the source, indent that paragraph in the block quote as well. If the first paragraph of the quotation does not begin a paragraph in the source, block it at the indented left margin. Indent one tab stop for all other paragraphs of the indented long quotation.
17. Use double quotation marks for an initial direct quotation and single quotation marks for a quote within a quote. Always position commas and periods inside quotation marks.
18. Reproduce direct quotations exactly as they occur in the original in wording, spelling, capitalization, and internal punctuation. See *Chicago* 11.6-11.10 for minor changes that may be made in direct quotations. In addition to these changes, capitalization at the beginning of scripture verses may be altered to fit the grammatical structure of the citation: when a subsequent verse in a multiple-verse scripture citation continues the grammatical sentence of the previous verse, the first word of the subsequent verse need not be capitalized. Proofread direct quotations with extreme care to be sure they match the original exactly.
19. Use an ellipsis to show any omission of a word, phrase, line, or paragraph from within a quoted passage. Format an ellipsis with a space between each of the periods in the ellipsis. See *Chicago* 11.51-11.54, 11.57-11.61 for guidelines on ellipses.
20. Use brackets to enclose editorial interpolations, corrections, explanations, translations, or comments in quoted material. See *Chicago* 6.104 and 11.66-69 for guidelines on brackets.
21. Cite scriptural sources in parentheses. For other references, use endnotes-not footnotes. Label endnotes with the bolded heading “Notes” centered horizontally on the line.

Citing Sources

Examples of a few citation formats follow. If a discrepancy exists between this style guide and Chicago or between this style guide and *Style Guide for Publications*, follow this guide.

I. Scriptures

1. General guidelines:

Specify the version of the Bible if it is not the King James Version. For the first reference, spell out and set in roman the names of other versions; thereafter, abbreviate as shown:

New International Version, Matthew 15:3; hereafter cited as NIV

New Revised Standard Version, Matthew 15:3; hereafter cited as NRSV

Spell out the names of books in the scriptures, whether they are in parenthetical references or run into the text. Exception: abbreviate D&C in parenthetical notes.

(2 Nephi 10:12, 13; 11:3)

Joseph Smith Translation, Matthew 7:2

(3 Nephi 5; Alma 32)

Doctrine and Covenants 4:1 (D&C 4:1 in parentheses)

2. *Scriptures in running text:*

In running text, use the name of a book of scripture the first time it is cited. Thereafter, determine whether a subsequent reference to the book is best shown by repeating the name of the book, by referring to the source by chapter, or by referring to the source by verse:

In 2 Nephi 28:2, Nephi explains the great importance the scriptures will have to the inhabitants of the earth. In verse 4, Nephi admonishes us to read his words. In verse 5, he condemns those who deny his words.

3. *Parenthetical scripture references:*

When a quotation of scripture is not preceded by its reference in the text, the reference must be placed in parentheses immediately following the quotation.

3a. *Parenthetical references for short quotations:*

With short scriptural quotations (fewer than eight lines), run the text into the paragraph. Punctuate a parenthetical reference for a short quotation as though it were part of the final sentence of the quotation by placing the source citation following the closing quotation marks and placing the period after the closing parenthesis:

The Apostle Paul taught, “Charity suffereth long” (1 Corinthians 13:4).

When Jehovah established the Sabbath law in the Old Testament, He clearly stressed the Sabbath’s importance (see Exodus 20:8-11). The Sabbath was so important that He instructed Moses to put to death “every one that defileth it” (Exodus 31:14). Jehovah further required Israel to keep the Sabbath “throughout their generations, for a perpetual covenant” (Exodus 31:16).

3b. *Parenthetical references for long quotations:*

For scriptural quotations that run to eight or more typed lines, use a block quote, indenting verses as in the original source. Place the source citation right after the period so that the source will not be read as part of the quotation:

And when ye shall receive these things, I would exhort you that ye would ask God, the Eternal Father, in the name of Christ, if these things are not true; and if ye shall ask with a sincere heart, with real intent, having faith in Christ, he will manifest the truth of it unto you, by the power of the Holy Ghost.

And by the power of the Holy Ghost ye may know the truth of all things. And whatsoever thing is good is just and true; wherefore, nothing that is good denieth the Christ, but acknowledgeth that he is.

And ye may know that he is, by the power of the Holy Ghost; wherefore I would exhort you that ye deny not the power of God; for he worketh by power. (Moroni 10:4-7)

3c. Parenthetical references for paraphrases:

Use the word “see” whenever a scripture is paraphrased, not quoted:

Peter bore a powerful witness of the Savior (see Matthew 16:16).

Use the phrase “see also” to direct readers to note other verses in addition to those that are directly quoted or paraphrased.

Zion was the appointed gathering place (see D&C 57:2; see also D&C 62:4).

II. Books

1. Book with one author:

1. Ezra Taft Benson, *The Teachings of Ezra Taft Benson* (Salt Lake City: Bookcraft, 1988).

2. Lawrence R. Flake, *Prophets and Apostles of the Last Dispensation* (Provo, UT: Religious Studies Center, Brigham Young University, 2001).

Because Provo is not a large city, identify it and lesser-known cities with the postal abbreviation for the name of the state—for example, MI, OH, AZ, CA.

3. Bruce R. McConkie, *Mormon Doctrine*, 2nd ed. (Salt Lake City: Bookcraft, 1966), 30-33.

4. Kent P. Jackson, *From Apostasy to Restoration* (Salt Lake City: Deseret Book, 1996), 45-50.

Subsequent references are shortened:

5. Jackson, *From Apostasy to Restoration*, 30-33.

If the author's name is in the title, subsequent references may include a shortened title of the work:

6. Benson, *Teachings*, 39.

2. Book with two authors:

7. Milton V. Backman Jr. and Richard O. Cowan, *Joseph Smith and the Doctrine and Covenants* (Salt Lake City: Deseret Book, 1992), 53-62.

3. Book with three authors:

8. Joseph F. McConkie, Robert L. Millet, and Brent L. Top, *Doctrinal Commentary on the Book of Mormon* (Salt Lake City: Bookcraft, 1987B92), 2:198-203.

4. Book with more than three authors:

Give first-listed author's name, followed by *and others*:

9. Charlotte Marcus and others, *Investigations into the Phenomenon of Limited-Field Criticism* (Boston: Broadview, 1990), 78.

5. Editor, translator, or compiler:

Use the name of the editor, translator, or compiler in place of the author when no author appears in the title:

10. Larry E. Dahl and Donald Q. Cannon, eds., *Encyclopedia of Joseph Smith's Teachings* (Salt Lake City: Deseret Book, 2000).

11. Arnold K. Garr, Donald Q. Cannon, and Richard O. Cowan, eds., *Encyclopedia of Latter-day Saint History* (Salt Lake City: Deseret Book, 2000).

12. William Mulder and A. Russell Mortensen, eds., *Among the Mormons* (New York: Alfred A. Knopf, 1969).

6. Individual chapter or article in a book edited by someone else:

13. David R. Seely, "The Book of Jonah," in *Studies in Scripture, Vol. 4: First Kings to Malachi*, ed. Kent P. Jackson (Salt Lake City: Deseret Book, 1993), 46-51.

7. Editor, translator, or compiler with an author:

Separate the name of the editor, translator, or compiler from the title by a comma and use the abbreviation *ed.* (*edited by*), *trans.* (*translated by*), or *comp.* (*compiled by*):

14. Spencer W. Kimball, *The Teachings of Spencer W. Kimball*, ed. Edward L. Kimball (Salt Lake City: Bookcraft, 1982).

15. Joseph Fielding Smith, *Doctrines of Salvation*, comp. Bruce R. McConkie (Salt Lake City: Bookcraft, 1954B56), 2:41.

16. Joseph Smith, *Teachings of the Prophet Joseph Smith*, comp. Joseph Fielding Smith (Salt Lake City: Deseret Book, 1976).

17. Joseph Smith, *The Words of Joseph Smith*, comp. Andrew F. Ehat and Lyndon W. Cook (Provo, UT: Religious Studies Center, Brigham Young University, 1980).

18. Joseph Smith, *Joseph Smith's Commentary on the Bible*, comp. Kent P. Jackson (Salt Lake City: Deseret Book, 1994).

8. Multivolume work:

Citing the work as a whole:

19. B. H. Roberts, *A Comprehensive History of the Church of Jesus Christ of Latter-day Saints*, 6 vols. (Salt Lake City: Deseret News, 1948B57).

20. *Journal of Discourses*, 26 vols. (London: Latter-day Saints' Book Depot, 1854-86).

Citing a specific volume within a series (cite volume number and specific volume title, if there is one, but do not cite total number of volumes):

21. Orson Pratt, in *Journal of Discourses* (London: Latter-day Saints' Book Depot, 1854-86), 21:132.

22. William F. Orr and James Arthur Walther, *I Corinthians: A New Translation*, volume 32 of the Anchor Bible Series (Garden City, N.Y.: Doubleday, 1976), 295).

23. Pliny, *Epistulae*, 10.96, in *Pliny: Letters and Panegyricus*, trans. Betty Radice, Loeb Classical Library (Cambridge, Mass: Harvard University Press, 1969), 285-91.

24. B. H. Roberts, *A Comprehensive History of the Church of Jesus Christ of Latter-day Saints* (Salt Lake City: Deseret News, 1957), 5:63.

25. Joseph Smith, *History of the Church of Jesus Christ of Latter-day Saints*, ed. B. H. Roberts, 2nd ed. rev. (Salt Lake City: Deseret Book, 1957), 4:186.

Note: Citations for all volumes of the History of the Church are as above except volume 7. It is cited as below:

26. B. H. Roberts, ed., *History of the Church of Jesus Christ of Latter-day Saints, Period 2: Apostolic Interregnum*, 2nd ed. rev. (Salt Lake City: Deseret Book, 1932), 7:323.

9. Organization, association, or corporation as “author”:

If a publication issued by an organization carries no personal author=s name on the title page, use the organization as the author, even if its name is repeated in the title or in the series title or as the publisher.

27. Church Educational System, *Doctrine and Covenants Student Manual (Religion 324-25)* (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 1981).

28. “O My Father,” *Hymns* (Salt Lake City: The Church of Jesus Christ of Latter-day Saints, 1985), no. 292.

10. Shortened book references (but only when so frequently cited that the full or abbreviated title would be too cumbersome):

29. John Taylor, in *Journal of Discourses* (London: Latter-day Saints’ Book Depot, 1854-86), 5:145; hereafter cited as JD.

30. Wilford Woodruff, in *JD*, 21:281.

11. No ascertainable publication facts:

When no publication facts are to be found, use the abbreviations n.p., n.d.:

31. John Burton, *A Deadline to Remember* (n.p., n.d.).

12. Reference books:

32. Daniel H. Ludlow, ed., *Encyclopedia of Mormonism* (New York: Macmillan, 1992), s.v. “Born in the Covenant.”

33. David Noel Freedman, ed., *The Anchor Bible Dictionary* (New York: Doubleday, 1992), s.v. “Antioch.”

34. *Merriam-Webster’s Collegiate Dictionary*, 10th ed., s.v. “prophet.”

13. Ancient source with a translator’s name:

35. Josephus, Antiquities, 10.9.1, in *Josephus: Complete Works*, trans. William Whiston (Grand Rapids, MI: Kregel, 1960).

14. Letters in published collection:

36. Joseph Smith to Emma Smith, Greenville, Indiana, June 6, 1832, *The Personal Writings of Joseph Smith*, comp. Dean C. Jessee (Salt Lake City: Deseret Book, 1984), 238-39.

III. Periodicals

37. Gordon B. Hinckley, "The Times in Which We Live," *Ensign*, November 2001, 72.
[*Use month and year for general interest, nonscholarly publications.*]

38. Howard W. Hunter, in Conference Report, April 1986, 53.

39. Heber C. Kimball, "To the Editors of the Times and Seasons," *Times and Seasons*, August 16, 1841, 507-11.

40. John L. Sorenson, "The Mulekites," *BYU Studies* 30, no. 3 (Summer 1990): 6-22.
[*Use volume numbers for peer-reviewed, scholarly journals.*]

IV. Unpublished Materials

1. Archives of The Church of Jesus Christ of Latter-day Saints:

Use the following citation pattern for Church Archives references: author(s), collection title(s): Church Archives, The Church of Jesus Christ of Latter-day Saints, Salt Lake City. If a reference is cited more than once, an abbreviated form may be used thereafter.

1a. Manuscript:

41. John Doe Journal, September 23, 1856, holograph, John Doe Papers, Church Archives, The Church of Jesus Christ of Latter-day Saints, Salt Lake City.

42. Paul Doran to Charles B. Taylor, February 19, 1891, correspondence, 1891B94, Charles B. Taylor Papers, Woodward Family Collection, 1851B1979, Church Archives (use shortened reference after full citation).

43. Ellen H. Park interview, March 4, 1965, interviewed by Ray Robbins, James H. Moyle Oral History Collection, Church Archives.

1b. General Church records:

In citing both general Church records and local Church records, describe the item, the date, the series, the record group, and the repository:

44. Journal History of The Church of Jesus Christ of Latter-day Saints, January 4, 1892, 3, Church Archives; hereafter cited as Journal History.

45. George A. Smith to Richard Lyman, October 30, 1854, Historian's Office letterpress copybooks, Church Archives.

46. Deceased member records, 1941-88, Church Archives.

1c. Local Church records:

47. Sunday School minutes, August 30, 1888, Ogden Second Ward, Weber Stake, Church Archives.

48. Sacrament meeting minutes, December 2, 1943, Denver Third Ward, Denver Stake, Church Archives.

49. Record of Members Collection, Form E, 1907-70, Kamas Ward, Summit South Stake, Church Archives.

1d. Photograph citations:

Generally, photograph citations and captions contain a description, date, name of photographer, collection name, and repository:

50. James and Jane Smith, ca. 1900, A. W. Compton, photographer, Church Archives.
[*Single item.*]

51. Provo Sixth Ward meetinghouse with a Sunday School class posing in front, ca. 1930, Church Archives. [*Photographer is unknown; not part of a collection.*]

52. Salt Lake City from Arsenal Hill looking south showing the Salt Lake Tabernacle, ca. 1870, C. W. Carter, photographer, C. W. Carter Collection, Church Archives.

1e. Audiovisual records:

53. Frederick Salem Williams, address, 1972, audiotape, Church Archives.

54. David O. McKay in Hawaii, 1936, scene numbers 150B55, Henry Castle Hadlock Murphy Collection (ca. 1930B47), motion picture, Church Archives.

1f. Architectural drawings:

55. West Hills Ward building, 1957B59, architectural drawing, West Hills Ward, Portland Stake, Church Archives.

56. Roanoke Branch meetinghouse, January 1949, architectural drawing, William Frederick Thomas Collection, Church Archives.

2. L. Tom Perry Special Collections references:

Use the following citation pattern for L. Tom Perry Special Collections references: author(s), collection title(s), L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University, Provo, UT. If a reference is cited more than once, an abbreviated form may be used thereafter (hereafter cited as L. Tom Perry Special Collections).

The Special Collections curators do not prescribe in specific detail how materials should be cited in a publication (sequence of information, punctuation, etc.). They leave this level of detail to publication editors. Their interests are that a citation is accurate and include all the necessary information needed to retrace the author=s steps should the reader of the published citation wish to see the original manuscript.

With printed matter, place the credit line on the same or facing page as the illustration. Negative numbers must appear either near the illustration or at the point of credit.

2a. First-time citations should include:

- The author, creator, or collector’s name (this is the “author” field in the BYU Web Catalog).
- The exact title (this is the “title” field in the BYU Web Catalog).
- The manuscript call number and the box, folder, page, or item number (e.g., ms 1345, box 67, folder 34, items 12-15).
- The library and university names and geographical location-e.g., L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University, Provo, UT.
- If an author’s manuscript is found in a larger collection of another author, then the author and title fields of both should be included in the citation. For example, if the diary of Johannes Williams is in the Stanley Williams Papers, the citation should read:

57. Johannes Briggs Williams Diary, in Stanley P. Williams Papers, ms 1234, box 34, folder 10; L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University, Provo, UT.

2b. Subsequent citations should include:

- The author, creator, or collector’s name. This can be shortened as long as it can be easily linked to the original citation.
- The title of the item. This can be shortened or eliminated as long as it can be easily linked to the original citation.

- The manuscript call number, box, folder, page, or item number may be eliminated unless the numbers change (such as from box 67 to box 68).
- The repository, library, and university name and geographical location may be abbreviated to Special Collections, Harold B. Lee Library, BYU.

3. Other Repositories:

In identifying manuscripts, give the author, title and dates of item, type of material (for example, microfilm of holograph, typescript, etc.), and name of repository.

4. Thesis or dissertation:

58. Larry C. Porter, "A Study of the Origins of The Church of Jesus Christ of Latter-day Saints in the States of New York and Pennsylvania, 1816B1831" (PhD diss., Brigham Young University, 1971).

5. Oral history:

59. Wallace Broberg Oral History, interview by T. Jeffery Cottle, March 20, 1996, Salt Lake City, in author's possession.

6. Internet source:

60. David Kenison, "Joseph Smith in Liberty Jail," *Stories from Church History*; www.xmission.com/~dkenison/lds/ch_hist/arc/js_jail.html (accessed July 11, 2004).

Final Touches

Carefully proofread the manuscript and the endnotes-both from the screen and from a hard copy. Verify the accuracy of all direct quotations by comparing the quotations with the words, spelling, punctuation, and capitalization in the sources.